

Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To

Department of Finance/BSO
915 L Street
Sacramento, CA 95814

Employee Name Genest, Michael
Expense Dates 04/02/09-04/04/09
Total Expense Amount 1258.46
Amount Due Employee 493.06
Form ID TEA000430194

DIRECTIONS FOR SUBMISSION

1. Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.

Date	Expense Item	Amount	If not submitted - Explain
1) 04/02	O/S Taxi Fare	35.00	X
2) 04/02	O/S Lodging	149.03	X
3) 04/03	O/S Lodging	149.03	X
4) 04/04	O/S Taxi Fare	35.00	X
5) 04/04	O/S Parking, Auto	39.00	X

DEPARTMENT OF FINANCE
BUSINESS SERVICES
09 APR -9 PM 1:05

2. Forward Transmittal Sheet and attached documentation through your approval process.

CLAIM EXCEPTION(S)			
	Item	Exception	Response
1)	#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Yes

I have reviewed the following documents.

Approved
by:

/s/ Fred W. Klass

Fred W Klass

approved
4/9/09

Travel & Expense Account Summary

Employee Name Michael Genest
Expense Dates 04/02/09-04/04/09
Report Name NASBO Meeting April 2009

Request Total \$ 1258.46
Direct Charge Total - 765.40
Travel Advances - 0.00
Net Due Employee = 493.06

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	NASBO Apr 2009	1258.46

NOTE: (d)=Direct Charge

DATE	Thu Apr 2	Fri Apr 3	Sat Apr 4							TOTAL
O/ S Commercial Air Fare (d)	315.20		450.20							765.40
O/S Taxi Fare	35.00		35.00							70.00
O/S Lodging	149.03	149.03								298.06
O/S Breakfast	6.00	6.00	6.00							18.00
O/S Lunch	10.00		10.00							20.00
O/S Dinner	18.00	18.00								36.00
O/S Incidentals		6.00	6.00							12.00
O/ S Parking, Auto			39.00							39.00
TOTALS \$	533.23	179.03	546.20							1258.46

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	NASBO Apr	04/02/09	O/S Commercial Air Fare	315.20	Direct Charge
Regular Travel	NASBO Apr	04/02/09	O/S Taxi Fare	35.00	Cash
Regular Travel	NASBO Apr	04/02/09	O/S Lodging	149.03	Cash
Regular Travel	NASBO Apr	04/02/09	O/S Breakfast	6.00	Cash
Regular Travel	NASBO Apr	04/02/09	O/S Lunch	10.00	Cash
Regular Travel	NASBO Apr	04/02/09	O/S Dinner	18.00	Cash
Regular Travel	NASBO Apr	04/03/09	O/S Lodging	149.03	Cash
Regular Travel	NASBO Apr	04/03/09	O/S Breakfast	6.00	Cash
Regular Travel	NASBO Apr	04/03/09	O/S Dinner	18.00	Cash
Regular Travel	NASBO Apr	04/03/09	O/S Incidentals	6.00	Cash
Regular Travel	NASBO Apr	04/04/09	O/S Commercial Air Fare	450.20	Direct Charge
Regular Travel	NASBO Apr	04/04/09	O/S Taxi Fare	35.00	Cash
Regular Travel	NASBO Apr	04/04/09	O/S Breakfast	6.00	Cash
Regular Travel	NASBO Apr	04/04/09	O/S Lunch	10.00	Cash
Regular Travel	NASBO Apr	04/04/09	O/S Incidentals	6.00	Cash
Regular Travel	NASBO Apr	04/04/09	O/S Parking, Auto	39.00	Cash